

Policy Working Group Meeting Report 1

Meeting/Teleconference Date: June 7, 2005

Participants: Avdesh Kaushiva
Claire Bentley
Kelly Chanoine
Scott Schlegel
Carl Sensi
Jane Austin

General Notes:

The policy working group (WG 3) determines what changes to 1800.66 from other sources are proposed. The working group will also group proposed changes into near/long term categories

Since WG 3 activity is affected by the output of the other working groups, a liaison from WG 3 has been assigned for each of the working groups. Those people are:

Avdesh Kaushiva – Process Improvement WG
Claire Bentley – Tech Ops CCB Charter WG
Scott Schlegel – WebCM WG
Jane Austin/Claire Bentley – CSA WG
Jane Austin – Training.

Liaisons for Non-NAS and Business Case Development will be assigned as required. Input to liaisons and other products affecting 1800.66 from other WGs will be a standing teleconference agenda item.

Scott Schlegel offered use of CM online to coordinate clearance for 1800.66 update(s).

Action Items:

1. Class I/II change proposal – Review the proposal, determine which Policy sections (in Parts 2 through 4) are affected (review 1800.66 table of contents) and provide input to Avdesh with a cc: to Jane. **All WG members, June 10. (Due date extended to June 17)**

2. FAA Order 1800.66 Part 1, Sections IV and V - Complete review and mark up, as a group. **All WG members, July 11, 2005 (next scheduled teleconference). Avdesh will send out current redlines.**
3. Using SameTime for work sessions - The working group will conduct work sessions using SameTime. Ensure SameTime is loaded onto workstations for the next teleconference. **All WG members, July 11, 2005**
4. Working Group Liaisons – Contact the leads from the other working groups and communicate WG 3 liaison strategy. **Designated liaisons (see notes above), July 11, 2005.**
5. Action plan – Expand outline from May workshop. **Avdesh Kaushiva/Jane Austin June 20.**
6. Directives System - Investigate whether or not the Directives System will allow clearance to be accomplished electronically. **Avdesh Kaushiva**